

TEXAS HISTORICAL COMMISSION

real places telling real stories

TEXAS PRESERVATION TRUST FUND FISCAL YEAR 2018 GRANT PROGRAM APPLICATION GUIDELINES

PLAN NOW TO PRESERVE THE PAST FOR THE FUTURE

The application must be received by our office no later than 5 p.m. on Tuesday, January 31, 2017.

SECTION 1: SUBMISSION

To submit the application, send it either via email or mail using these guidelines:

Email: tptfgrant@thc.state.tx.us:

Submit only one email including all the required documentation. Do not send the application to any other THC email address; it will not be considered. The subject line should read "TPTF FY 2018 Grant Application" and have ONLY the following attachments:

- 1) Completed application form
- 2) Required digital photographs, as described in Section 4: Photograph Requirements
- 3) Except for Heritage Education Projects, provide a map indicating the location of the proposed project. The map can be a street map or topographical map, as appropriate depending on the type of resource.

Mail:

Mailing address:

Texas Historical Commission
Architecture Division, Attn: Lisa Harvell
TPTF Grant Application
P.O. Box 12276
Austin, TX 78711-2276

Street address for private express mail:

Texas Historical Commission
Architecture Division, Attn: Lisa Harvell
TPTF Grant Application
108 West 16th St., 2nd Floor
Austin, TX 78701
512.463.6094

United States Postal Service (USPS) certified mail or express mail may cause delays in delivery.

We strongly recommend that applications submitted near the deadline be delivered by hand or sent through a private express service, such as Federal Express or UPS. Please provide only the following in your package:

- 1) One completed application form
- 2) One CD-R media disc or flash drive with digital photographs, as described in Section 4: Photograph Requirements
- 3) Except for Heritage Education Projects, provide a map indicating the location of the proposed project. The map can be a street map or topographical map, as appropriate depending on the type of resource.

A confirmation email will be sent upon receipt of the application by email, USPS, Federal Express, UPS, etc.

Important Reminders:

- **Use the current fiscal year 2018 application form.** Forms from previous years are considered ineligible for funding. Applications that do not contain **all** of the required information or do not follow the specified format are also considered ineligible for funding. Do not attach additional pages describing the project. For guidance in completing the application form view the TPTF grant program webinar at <http://www.thc.texas.gov/preserve/projects-and-programs/texas-preservation-trust-fund>.
- **Faxed applications will be considered incomplete and are ineligible for funding.**
- **\$250,000 is the total amount available for the fiscal year 2018 grant cycle.** The THC anticipates grant awards to be in the \$10,000–\$30,000 range. If you can demonstrate a positive impact from a project under \$10,000, please consider submitting it for consideration.

- Grant applications are scored in four areas: endangerment, significance, project viability, and special considerations. **The THC suggests that applicants organize the project description by these criteria.**
- Projects showing administrative fees and/or indirect costs that exceed 15 percent of the total project cost will not be awarded in the absence of a persuasive explanation showing unique circumstances. The explanation will need to include whether the consultant or contractor uses a multiplier for their services in order to cover the administrative fees and/or indirect cost.
- The THC encourages applications for projects that involve properties, sites or collections that address issues of ethnic diversity, and other historically underserved subjects, groups and property types.
- Applicants with current TPTF grants must show adequate progress on their projects to be considered for additional grant awards. THC staff will consider how well current projects are being managed in the application scoring process.

SECTION 2: GRANT TIMETABLE

January 2017	TPTF webinar on the grant application process. Date to be determined in early January and announced via the THC website.
January 10, 2017	Deadline to request a preliminary review of grant application. Please email the draft application to your project reviewer. Project reviewer contact information can be found on the Contacts by County chart - http://www.thc.texas.gov/contact#contact_county
January 31, 2017	Deadline for Texas Historical Commission (THC) to receive applications Completed grant applications must be received in THC offices no later than 5 p.m. on Tuesday, January 31, 2017.
March 31, 2017	THC sends project manuals to invite selected applicants to submit a detailed project proposal
July 14, 2017	Deadline for THC to receive project proposals Completed project proposals must be received in THC offices no later than 5 p.m. on Friday, July 14, 2017.
September or October 2017	Texas Preservation Trust Fund (TPTF) Advisory Board Meeting. Date to be finalized. Public meeting of the TPTF Advisory Board is held to discuss the initial ranking of fiscal year 2018 project proposals.
October 27-28, 2017	Texas Historical Commission Quarterly Meeting (tentative) Public meeting of the THC to consider project proposals and final grant awards.
November 2017	FY 2018 TPTF project proposal applicants notified of final grant awards The selected grant recipients are invited to proceed through the TPTF process, and must comply with TPTF policies and procedures. Recipients will be required to sign a funding agreement committing to carrying out the project in conformance with these guidelines. Project work is expected to begin within 90 days of an executed funding agreement and assigned project start date.
August 31, 2019	Deadline to incur reimbursable project expenses for funded projects, make final application for payment and submit the project completion report.

SECTION 3: COMPLETING THE GRANT APPLICATION FORM APPLICANT INFORMATION

Eligibility requirements to receive grant assistance: Preservation grants can be made to any public or private entity that is the owner, manager, lessee, maintainer, or potential purchaser of an eligible property, or any public or private entity whose purpose includes historic preservation and/or heritage education. Please note that the public benefit of the grant-funded work is considered in scoring, and applications from public and non-profit entities are typically more competitive than those from private entities. See Sections 5 and 6 below for more information on the scoring criteria and other THC programs that may be available.

PROJECT/PROPERTY INFORMATION

Projects including buildings/structures, landscapes, archeological sites or collections associated with archeological sites must either have or be determined eligible for one of the following historic designations to qualify for funding: National Register of Historic Places, Recorded Texas Historic Landmark or State Antiquities Landmark. For more details, please visit the Projects and Programs page on our website at www.thc.state.tx.us/preserve/projects-and-programs. For questions about designations and determining eligibility, please contact the History Programs Division at 512.463.5853.

ACKNOWLEDGEMENTS

- A limited number of applications will be chosen to proceed and successful applicants from this initial application stage will be required to submit a detailed project proposal by July 14, 2017, in order to be considered for final grant selection and award.
- **Eligible Matches for Grant Funding:** To be eligible for grant assistance, applicants must provide a minimum of one dollar in cash to match each state dollar of approved project costs. For every two dollars spent, one dollar is reimbursed, up to the grant amount. For selected applications, **the match must be available at the time of project proposal submission (July 14, 2017). Grant amount will be reimbursed only after approved costs have been expended and documented as required. Be aware that since this is a reimbursement grant, you may need to obtain a loan or other interim funding to pay bills until reimbursed by the state.** Please note that funding from other THC grant programs, such as Certified Local Government grants may not be used as a match for TPTF grant funds. See Section 6 for additional information.
- Commencement of grant-funded work **may not begin** prior to approval of the project proposal, final grant award and executed funding agreement.
- **Owner of the property:** If the applicant is not the owner of the historic property, **then the owner must both be aware of the application and agree to follow all rules and conditions of the THC** that are required for receipt of funds for development or planning projects.
- **Easement:** Upon final award of grant, all acquisition, development, and archeological planning projects will be required to grant an easement, in a format acceptable to the THC, to ensure the long-term preservation of the grant-assisted property. The **easement must be recorded with the county clerk's office** and be enforceable by the state of Texas. However, an easement will not be required if an archeological site is currently designated a State Antiquities Landmark (SAL). Grant recipients may apply for SAL status in lieu of granting an easement, but the property or site nomination application must be received by the THC with the project proposal, and the property must be designated prior to submission of the first reimbursement request. Easements are required for architecture acquisition and development grants regardless of SAL designation status.
- Duration of the required easement will be based upon the cumulative amount of grant assistance as follows, beginning with the project start date given by the THC:

Amount of Grant	Duration of Easement
Less than \$10,000	10 years
\$10,000–\$30,000	15 years
\$30,001–\$50,000	20 years
Greater than \$50,000	30 years

PROJECT INFORMATION Check only one box on application form for grant type requested. The categories are defined below:

Archeology

- **Acquisition:** Funding to acquire absolute ownership of eligible threatened archeological resources; may include purchase price of the property and related costs such as appraisal fees, closing costs, survey fees and other

professional fees if approved by the THC. Please note that acquisition cannot take place prior to the grant award and execution of a funding agreement.

- **Curatorial:** Funding for professional inventory and/or rehabilitation of state associated held-in-trust archeological collections (such as conservation, processing, cataloging and collections housing improvements) acquired as a result of cultural resource management projects conducted before 1990. Held-in-trust collections refer to those state associated collections under the authority of the THC that are placed in a curatorial facility for their care and management.
- **Development (Preservation):** Funding for stabilization or repair of man-made or natural damage sustained at an archeological site, or for protective measures such as fencing or signage.
- **Planning:** Funding for professional archeological surveys or site investigations, with the subsequent analysis and reporting of results to address specific, significant archeological research issues and assessment needs, and aid in archeological site planning and preservation. Eligible projects are “non-regulatory,” meaning that they are not a part of state or federal project requiring survey or site investigations. Funding may also be available for the production of an archeological report (again, non-regulatory), that explicitly aids archeological site planning and preservation.

Architecture

- **Acquisition:** Funding to acquire absolute ownership of eligible threatened historic architectural resources; may include purchase price of the property and related costs such as appraisal fees, closing costs, survey fees, and other professional fees if approved by the THC. Please note that acquisition cannot take place prior to the grant award and execution of a funding agreement.
- **Development:** Funding for preservation, restoration, rehabilitation or reconstruction of a building or structure, as defined by the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, 1995. Reimbursable costs include: professional fees to supervise construction and the THC-approved costs of construction and related expenses.
- **Planning:** Funding for preparation of property-specific historic structure reports, historic or cultural resource reports, preservation plans, maintenance studies, local and regional preservation plans, architectural plans and specifications, and/or feasibility studies.
- **Historic Resource Survey:** Funding for a professional survey and report on multiple historic properties for planning purposes leading to historic designations, preservation ordinances, etc. Please submit one map of survey area.

Heritage Education

Heritage education preservation grants can be awarded for projects that involve training and education of individuals and organizations about historic resources and proven preservation techniques. Examples of eligible heritage education grant projects include:

- Lesson plans and teacher training
 - Curriculum for youth
 - Teacher training for preservation-related topics
- Local or regional workshops or heritage events
 - Preservation training
 - Hands-on preservation field school
- Print Resources
 - Handbook on ethnic history and listing of sites within a county
 - Publication on what it means to live in a historic district
 - Discovery guidebook for publicly accessible archeological sites or to museums with archeological exhibits in a region
- Digital Resources
 - Web site development for youth engagement
 - Enhanced ePub resource for classroom use

- Interpretive Master Plans

PHASE COST, PROJECT COST, FUNDING REQUESTED, AND CASH IN HAND

Indicate the cost of the phase of the project for which grant funding is sought. Depending on the scope of the project, this may be the total project cost or a portion/phase of a larger project; if the latter, also indicate the entire project cost and describe any work completed to date in the project description section. Indicate the amount of funding requested (no more than half of the cost of the phase for which funding is sought) and the amount of cash currently available to match the requested grant funds.

PROJECT DESCRIPTION

- Please describe the specific project work to be undertaken, including the condition and significance of the property or historic resources and why it is urgent that this project be funded at this time. Education applicants should identify the target audience, uniqueness and importance of the subject matter and the effectiveness of the project to educate the audience. All applicants should describe the organizations, professionals and partners involved in the project. When appropriate, the project's relationship to other preservation efforts including local, regional or statewide planning as well as how the project addresses issues of diversity or historically underserved communities and resources should be explained. Applicants should demonstrate the viability of their project including finances and experience with similar or related projects. Applicants may also describe any other factors they wish to be considered.
- Grant applications are scored in four areas: endangerment, significance, project viability, and special considerations. **The THC suggests that applicants organize the project description by these criteria.** See Section 5 for detailed information on the grant application scoring criteria.

SECTION 4: PHOTOGRAPHIC/IMAGE REQUIREMENTS

All photographs **must** be submitted digitally for the application to be eligible. Digital image files should be saved as .JPG files. If emailing your application, please verify that the image sizes are at least 180kb (kilobytes)/969 x 645 pixels and no larger than 1mb (megabyte). It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail. **The file name for each image should be county_project name_view (county_projectname_view.jpg).** Please note due to an email size limitation on our system that the total size of all attachments (including images) cannot exceed 7mb (megabytes). Applications with larger images or file size should be submitted by mail, with images on CD-R media disc or flash drive (labeled with project name and county).

- **Architecture applications:** Include four recent color digital images of the property showing each exterior side. Also, provide four digital images focusing on the issues specified in the project description. For buildings with no historic designations, provide up to three historic photographs.
- **Historic Resource Survey applications:** Include at least eight color digital images of streetscapes representing the survey area and a digital map of the area. Due to the amount of attachments required for surveys, applicants may want to consider mailing them because of email size restraints.
- **Archeology applications:** Include four recent color digital images of the property showing the overall site environment and any key features, noting the direction of each image if it is an archeological site or project area. If applicable, also provide four digital images focusing on the issues mentioned in the project description.
- **Archeology curatorial:** Include four recent color digital images depicting a sampling of endangered collections. Also provide four digital images focusing on the issues mentioned in the project description.
- **Education:** Include four color digital images of the historic resources related to the project, samples of previously produced education publications/projects, or a mock up of proposed project outcome.

SECTION 5: GRANT APPLICATION SCORING CRITERIA

The THC staff will consider the following criteria in scoring the grant applications. The THC suggests that applicants organize the project description by these criteria.

Endangerment: 30 points possible

Architecture, Archeology and Archeology Curatorial Projects: the 0–30 sliding points are based on the following endangerment factors:

- 1) The current threat to the property, district, site, or state held-in-trust archeological collection. Is the property, site or collection currently threatened by damage/destruction? Is it likely to be within 1 to 5+ years? Have threats been identified? Consider the urgency or immediacy of the threat. In the case of curatorial projects, level of endangerment may include the lack of appropriate conservation measures, housing, packaging and inventories.
- 2) How appropriately does the project address endangerment issue(s) as per the *Secretary of the Interior's Standards and Guidelines* for the appropriate discipline or the requirements of the state Curatorial Facility Certification Program?

Education Projects: the 0–30 sliding points are based on the following urgency factors:

- 1) Need: Degree to which the project addresses a target audience that has been historically underrepresented by preservation education.
- 2) Importance and Uniqueness: Degree to which the project addresses a rare or diverse property or preservation issues that has been historically underrepresented.
- 3) Effectiveness: Degree to which the project addresses a target audience need and importance of subject matter.

Significance: 30 points possible

Architecture Projects: the first 0–15 flat points are based on one of the three levels of significance per National Register of Historic Places criteria:

- 1) Local significance: 5 points
- 2) State significance: 10 points
- 3) National significance: 15 points

The remaining 15 points of 30 for significance is a sliding 0–15 points, based upon such factors as the rarity of the resource, building type, materials, importance to the community or district, and remaining historic or architectural integrity.

Archeology/Curatorial Collection Projects: the first 0–15 flat points are based on one of the three levels of significance per National Register of Historic Places criteria:

- 1) Local significance: 5 points
- 2) State significance: 10 points
- 3) National significance: 15 points

The remaining 15 points of the 30 for significance is a sliding 0–15 points, based upon the below four State Antiquities Landmark criteria:

- 1) Site/collection has potential to contribute to a better understanding of the prehistory and/or history of Texas by the addition of new and important information.
- 2) Site/collection deposits and the artifacts within the site are preserved and intact, thereby supporting the research potential or preservation interest of the site.
- 3) Site/collection possesses unique or rare attributes concerning Texas prehistory and/or history.
- 4) Site/collection study offers opportunity to test theories, and methods of preservation, thereby contributing to new scientific knowledge.

Education Projects: the 0–30 sliding points are based on the following significance factors:

- 1) How well the project translates to other user groups in the same or other communities.
- 2) How the project will be publicized and made available on a statewide or national scale.
- 3) Measurable outcomes that are in place to determine if the project was successful.

Project Viability: 30 points possible

All project types: the 0–30 sliding points are based on the following factors:

- 1) Have the organizations, professionals and partners been identified? Consider their qualifications and ability to assist or execute the project. Has the applicant demonstrated the viability of their project including finances and experience with similar or related projects?
- 2) What is the public benefit of the project?
- 3) Has the relationship of the project to other preservation efforts including local, regional or statewide preservation planning initiatives been identified? Does the project support those efforts?

Special Considerations: 10 points possible

All project types: the 0–10 sliding points are based on other factors that are not considered in the above scoring criteria, such as the relationship to other agency programs and initiatives, project would enhance the agency's ability to carry out its mission, geographic distribution, exceptional rarity of the resource or project type (i.e. represents the only known remaining example), project presents a unique educational partnership opportunity, project addresses issues of diversity or historically underserved communities and resources, or the state held-in-trust archeological collection includes stabilization of fragile materials such as organic items, metal artifacts, and human remains. Survey projects, historic highway projects and projects involving the identification and preservation of cultural landscapes are specifically identified in the statewide historic preservation plan to receive special consideration from this program.

SECTION 6: RELATIONSHIP OF TPTF TO OTHER THC PROGRAMS

The THC offers additional grants and funding opportunities that may be available in addition to or in lieu of TPTF grant funds. The following is for informational purposes.

CERTIFIED LOCAL GOVERNMENT GRANTS

Certified Local Government (CLG) grants provide funding to city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources. Grants are available to communities that have been certified by the National Park Service as CLGs prior to the time of their grant application. Grants may be awarded for similar scopes of work to TPTF, including historic resource survey, heritage education, architecture planning, and architecture development. For more information, visit <http://www.thc.state.tx.us/preserve/projects-and-programs/certified-local-government/grants>.

CLG grant funds may not be used as the match for a TPTF grant. However, the grants may be awarded concurrently for two separate scopes of work at the same property, or a large project may be accomplished by matching TPTF and CLG grants with other funds. When applicable, the relationship of the project to an existing or potential CLG grant should be reflected in the Project Description (see Section 3).

PRESERVATION TAX INCENTIVES

The Federal Historic Preservation Tax Incentives Program includes a 20 percent income tax credit for the rehabilitation of historic, income-producing buildings listed in the National Register of Historic Places. The Texas Historic Preservation Tax Credit Program offers a 25 percent tax credit for the rehabilitation of historic buildings listed in the National Register or designated as Recorded Texas Historic Landmarks or State Antiquities Landmarks. Both tax credits are available to businesses, and the Texas Historic Preservation Tax Credit Program is also available to non-profits. Professional fees for architecture planning and most rehabilitation costs are eligible expenses. For more information, visit <http://www.thc.state.tx.us/preserve/projects-and-programs/preservation-tax-incentives>.

Projects with pending federal or state tax credit applications will be considered less competitive for TPTF funds. When applicable, anticipated tax credits should be mentioned in the Project Description (see Section 3). Generally, businesses are encouraged to apply for tax credits in lieu of TPTF funds, or explain why they are not eligible for those programs.

SECTION 7: PROJECT PROPOSAL STAGE

This section is for informational purposes and only applies to applicants selected to proceed to the project proposal stage. Project proposal applicants will receive manuals for this stage describing in detail the requirements of the project proposal. In general, the following should be considered for the project proposal:

Once initial grant applications are selected to proceed to the project proposal stage, THC staff will confer with applicants to review the grant instruction manual for preparation of the project proposal. By July 14, 2017, selected applicants must submit detailed project proposals if they wish to proceed with their funding requests. All project proposals for acquisition, development and planning must be consistent with preservation standards (Architecture: *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, 1995; Archeology: *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, 1983, as appropriate; Curatorial: Consistent with standards outlined in Curatorial Facility Certification Program).

Project proposal applicants will be required to utilize a project professional (architect, archeologist, engineer, contractor, archeology curatorial specialist, qualified appraiser, education specialist, historian, etc.) to develop the project proposal. If selected for final grant award, the project professional is expected to oversee the project work and produce the final completion report for the THC to review and approve.

Project proposals will require all of the documents necessary to undertake the grant-funded work. For example, archeological development projects will need to have developed a complete research design as part of the proposal. Architectural development projects will require completed architectural plans and specifications that can be reviewed as part of the proposal. Archeological and architectural planning projects will require a detailed scope of work, proposal, and/or unsigned contract for professional services; these projects will need to have their professional teams on board so planning and design can begin shortly after the proposal approval.

While each project may have a slightly different situation, projects selected for funding based on their project proposal will be expected to commence the grant funded work soon after selection and the execution of funding agreements, contracts and when applicable, preservation easements. It is anticipated that selected projects will be able to proceed with only minimal review, revisions or additional approvals after the project proposal stage.

QUESTIONS? Telephone the THC if you need assistance in completing the grant application form or view the Contact by County chart http://www.thc.texas.gov/contact#contact_county for the Architecture and Archeology Divisions regional reviewer contacts.

**Architecture Division
512.463.6094***

- Acquisition
- Development
- Planning

*Ask to speak with the regional reviewer for the county where the property/project is located.

**History Programs Division
512.463.5853**

- Historic Resource Survey applications (Leslie Wolfenden)
- Heritage education applications (Lisa Miller)
- Historic designations (Greg Smith)
- Determining historical significance if no designation (Greg Smith)

**Archeology Division
512.463.6096***

- Acquisition
- Curatorial (Brad Jones)
- Planning
- Development

*Ask to speak with the regional reviewer for the county where the site/project is located.

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.state.tx.us



TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.state.tx.us